

STRATEGY PLAN AND WORK PROGRAM

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COUNCIL AGENDA STATEMENT

Item No.: _____
Meeting Date: 7-25-06

ITEM TITLE: Resolution of the City Council of the City of Chula Vista approving the Planning and Building Department Strategic Plan and Work Program

SUBMITTED BY: Director of Planning and Building

REVIEWED BY: City Manager (4/5ths Vote: Yes _____ No X)

Background

The Planning and Building Department Five-Year Strategic Plan (2006-2010) describes the Department's responsibilities in implementing the priorities of the City Council, and City Manager's office. The Strategic Plan aligns Planning and Building's functions and programs with the City Council Strategic Themes, the recently adopted General Plan and the Economic Development Strategy.

To implement the Strategic Plan, the Planning and Building Department has concurrently been developing a Work Program. This comprehensive document outlines the numerous tasks we will perform to achieve the Strategic Plan goals, as well as those tasks required by legal mandate (for example the review of private development proposals). The work program details a scope and description for each project or program as well as relevant performance measures. The Work Program is organized in the same manner as our Department, i.e. it is divided into section and function. The work program outlines how we will dedicate resources to those priorities established by the City Council, and City Manager. This format allows for flexibility as City Council priorities change. The information is kept in both an electronic and hard cover binder so it can be readily modified as new assignments are made.

It should be noted that staff has also developed a "Chart of Tasks", a tool utilized by Department Managers to ensure that projects and programs are kept on track. The chart summarizes the various Work Items, provides timelines for initiation and completion, and lists the department manager and staff responsible for each Work Program Item.

RECOMMENDATION:

That Council adopt the Resolution approving the Planning and Building Department Five-Year Strategic Plan.

BOARDS/COMMISSIONS RECOMMENDATION:

These documents will be transmitted to the Planning Commission for informational purposes subsequent to City Council action.

DISCUSSION:

The Planning and Building Department Strategic Plan and Work Program set forth the work of the Department in the coming years. The Strategic Plan emphasizes departmental goals, which are consistent with the City Council strategic theme areas that are deemed vital to the growth and stability of the community. The work program explains how those goals will be achieved over a five year period through 2010. Performance metrics have been employed to serve as bottom line objectives, directly aligned with the Council Strategic Themes.

How the Strategic Plan was developed

The Strategic Plan was developed in a process that is described in exhibit titled “Strategic Plan and Work Program” Process Diagram, located in the accompanying binder. The process began with acknowledgement of the five City Council Strategic Themes and included feedback received from community meetings during the General Plan. It also included meetings with all Department staff.

Key Goals of the Strategic Plan

The Strategic Plan identifies the four key goals that warrant the department’s focus:

1. **Achieve the General Plan Vision and Goals.** All planning projects must be consistent with those objectives outlined in the City General Plan.
2. **Promote Responsive and Professional Customer Relations.** Efforts must be made to ensure efficiency and quality when providing service to our City customers.
3. **Communicate Clearly, Fairly, and Professionally.** The public should be well informed through professional communication that is readily available.
4. **Ensure a Safe, Sustainable, and Quality Community.** City programs and policies must be designed to reflect the most pressing needs of the community based upon the current state of the environment.

FISCAL IMPACT:

The Planning and Building Department Strategic Plan and work program were created by City staff, there were no outside consultant costs. Implementation of the plan through the work program creates a net positive effect on the local economy. In this era of expansion and development eastward, the development and construction we process and facilitate creates permanent and temporary jobs, homes, revenue to the general fund in the form of retail sales tax and increases in property tax assessments.

Attachments

1. Strategic Plan and Work Program

COUNCIL RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHULA VISTA ADOPTING THE PLANNING AND
BUILDING DEPARTMENT FIVE-YEAR STRATEGIC PLAN
FOR FY 2006-2010.

WHEREAS, the Planning and Building Department Five-Year Strategic Plan (“Strategic Plan”) for FY 2006-2010 will provide a work program blueprint for the Planning and Building Department for the next five years; and

WHEREAS, the Strategic Plan and Work Program (“Work Program”) were developed to clearly describe Planning and Building’s role and legal responsibilities in development, general plan, environmental review, and all planning processes and matters described in state and local statutes, to allocate staff resources and to ensure alignment with the priorities and policy of the Mayor, City Council, and City Manager’s Office; and

WHEREAS, the Strategic Plan aligns the Planning and Building Department’s plans and programs with the City Council’s Strategic Themes and the City’s General Plan and Economic Development Strategy; and

WHEREAS, the Strategic Plan will facilitate a closer working relationship between the Planning and Building Department with other City Departments; and

WHEREAS, the Strategic Plan will provide the basis for the preparation of the Planning and Building Department budget during the five-year planning period; and

WHEREAS, the Strategic Plan provides the framework for the Planning and Building Department’s Five-Year Work Program .

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Chula Vista hereby adopts the Planning and Building Department Five-Year Strategic Plan, and directs staff to execute projects and programs identified in the Work Program consistent with the Strategic Plan.

Presented by

Approved as to form by

James D. Sandoval
Director of Planning and Building

Ann Moore
City Attorney